

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
GENERAL TRADES WORKER
E.C. GOODWIN TECHNICAL HIGH SCHOOL**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: The Public

Location: 735 Slater Road, New Britain, CT 06053

Hours: Monday – Friday, 6:00 a.m. – 2:00 p.m.

Salary: \$42,416 - \$55,255* (effective July 1, 2014)

Closing Date: July 11, 2014

Posting #: 62921

* New hires to state employment start at the minimum of the above salary range.

EXAMPLE OF DUTIES:

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; may operate and maintain heavy earth moving equipment; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; ability to utilize computer software.

GENERAL EXPERIENCE:

Four (4) years' experience in one or more trade areas.

SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas.

Note:

For State employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

PREFERRED EXPERIENCE:

1. Experience performing related work in a school environment.
2. Ability to utilize computer software.

SUBSTITUTION ALLOWED:

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years' experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required by the appointing authority to possess an appropriate license or permit.

PHYSICAL REQUIREMENT:

Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

Note: Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**E.C. Goodwin Technical High School
735 Slater Road
New Britain, CT 06053
ATTN: Susanne Messier, Business Manager
TEL: (860) 827-7736**

Please note: Applications will be accepted via U.S. mail or hand delivery only.

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
Fax number: 617-289-0150
TTY/TDD: 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER